

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 57 OF 18/19

THE APPOINTMENT OF A CONSULTANT TO MANAGE THE MARKETING AND COMMUNICATION ON ALL ASPECTS OF THE NEW PUBLIC TRANSPORT SYSTEM FOR THE CITY, THE MSUNDUZI MUNICIPALITY INTEGRATED RAPID PUBLIC TRANSPORT NETWORK(MIRPTN) FOR A PERIOD OF 36 MONTHS

Tenders are hereby invited from suitably qualified and experienced Consultants to manage the Marketing and communication on all aspects of the new public Transport system for the City, the Msunduzi Municipality Integrated Rapid Public Transport Network for a period of 36 months.

Tender documents will be available to tenderers from **14h30 on Thursday, 20th June 2019**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on www.etenders.gov.za.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, at a non-refundable tender deposit fee of **R854.45 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. . **A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).**

For any technical related enquiries, please contact Ms N Nkosi (Marketing & Communications) on Telephone No. 033 – 392 3568 or e-mail address: ntokozi.nkosi@msunduzi.gov.za.

For any procurement related enquiries, please contact **Mrs Mellissa Nero** (Supply Chain Management Unit) on direct Telephone No. 033 – 392 3018 or e-mail address: mellissa.nero@msunduzi.gov.za.

A compulsory Tender Briefing Meeting will be held on **Wednesday, 10th July 2019**, in the **Bessie Head Library Auditorium no.1 , 260 Church Street, Pietermaritzburg**, commencing promptly at **10h00**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a complete tender document failing which the Tenderer shall be disqualified. Tenderers producing only the Tender Briefing Certificate at the meeting will not be considered.*** Only one representative per Company or Consortium will be allowed to attend the above meeting. No person will be allowed to represent more than one Company at the meeting.

Tenders contained in sealed envelopes and marked with “ **Contract No. SCM 57 of 18/19**” and the relevant “**Description**” must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Thursday, 25th July 2019**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

EVALUATION CRITERIA		
No.	Description	Maximum Points
i)	No. of projects done as per scope of works	20 Points
ii)	No. of Company experience in projects as per scope of works	20 Points
iii)	No. of approach strategies and plans	20 Points
iv)	Communication Specialist experience	20 Points
v)	Media and Public Relations Specialist experience	20 Points
vi)	Branding and Design Specialist	20 Points
vii)	Marketing and advertising Specialist	20 Points
viii)	Stakeholder and Public Management Specialist	20 Points
Total Points		160 Points
Threshold		70%

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

Each tenderer will be informed of the tender result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MS. NELSIWE NGCOBO (ACTING CITY MANAGER)